



Mount Vernon City Library Foundation

Board Meeting Agenda

Virtual Meeting via Zoom, Monday December 14, 2020, 5:30 pm

1. Call to Order & Reading of Our Mission Statement
2. Read and Approve Prior Meeting Minutes – Maryanne
3. Treasurer’s Report – Marija
4. Library Director’s Report— Isaac
5. Adopt a Periodical Project Status-Suzanne
6. Procedure for Acknowledging Donations - Maryanne
7. Preparation of Annual Financial Statements-Hal
 - a. Quote from Ladawn Ramsey-\$200/mo
 - b. Also requires renewal of QuickBooks @ \$75/yr
8. January Annual Meeting 1/11/21
 - a. Send out a Save the Date notice
 - b. Tentative Agenda
 - i. Foundation Year-in-Review-Hal
 - ii. Library Operations Under COVID rules – Isaac
 - iii. Library Commons Update-Jill Boudreau
9. Online Program for Early Spring-Mary McGoffin or Nancy Pearl?
10. For the Good of the Order-any other topics?
11. Election of New Directors- Hal
12. Adjourn

Next Meeting January 11-Annual Meeting

See Ongoing Project To Do List - page 2

Foundation To Do List

- 1. Investigate Directors & Officers Insurance**
- 2. Develop a New Member Information Packet**
- 3. Determine Financial Processes for 2021**
- 4. Develop a Plan for Membership Management**
- 5. Plan 1-2 virtual events for 2021**
- 6. Provide better guidance on legacy gifts**
- 7. Publish a quarterly newsletter**
- 8. Develop an Advocacy Coordinator position**
- 9. Redesign and print a new information brochure**
- 10. Social Media-Facebook, Instagram, etc**